Project Instructions. Each year at the end of summer, Outdoor Recreation Unlimited puts on a major sales event that includes live music, displays of discounted outdoor clothing and gear, food vendors and fun outdoor activities in order to sell their remaining retail and have a great time in the process. This year, your boss has given you the task of being the project manager for this event. The event will take place in three months and you'll be managing a team of five interns to help plan the event. It is your first time in a project management role and you want to prove to him that you are knowledgeable and well-equipped to take on these type of duties. He prefers to not micromanage you, but would like he and his team of executives to be aware of your plans before you start the project. To do this, he has asked that you put together a 10-15-slide PowerPoint presentation for the company's board of directors that answers the following questions: What are your cost estimates for the project? (You have an unlimited budget, but in past years, costs for this event have not surpassed $30,000.) What major milestones and timeline will you adhere to? How will you ensure quality and prepare for risks along the way? How will you manage your team assigned to this project? How you will report the status of the project? How you will measure the success of the project at its close? Sources If you use any outside sources, please cite them using APA format in the PPT notes or in a separate works cited document. Please include any Study.com lessons you used as sources (including the lesson title and instructor's name). If you're unsure about how to use APA format to cite your sources, please see the following lessons: What is APA Format? Definition & Style How To Format APA Citations Grading Rubric Your PowerPoint presentation will be graded on the following rubric: Category Unacceptable (0-2) Needs Improvement (3-6) Good (7-8) Excellent (9-10) Total Possible Points Visuals (x3) Presentation is not of professional quality. Presentation includes some visuals but lacks creativity and engagement. The presentation is visually appealing and supports the information aesthetically. The presentation is visually engaging and provides several visual aids and enhancements to creatively communicate ideas. 30 Structure (x3) Structure is illogical; the presentation is either too brief or too dense, and is presented in a confusing manner. The main ideas are disjointed and the presentation lacks a logical order. The presentation is longer/shorter than 10 minutes long, with more than/fewer than 15 slides. Ideas are well-structured and rationale is provided within the appropriate amount of time and number of slides. Ideas are presented in a creative and compelling manner; the presentation flows logically; main points are clearly identifiable. 30 Content (x3) No examples are used to support ideas; concepts are missing or incorrect. Few or weak examples of cost management, risk management, quality management, communication plans and reporting are given to support main points. Examples are given to support the main concepts of cost management, risk management, quality management, communication plans and reporting, but not all are referenced; concept application lacks originality and/or creativity. All main points are conveyed and supported with evidence. The presentation includes original ideas and creative detail. 30 Mechanics (x1) Incorrect spelling, punctuation, capitalization, and use of standard English grammar hinders understanding Several instances of incorrect spelling, punctuation, capitalization, and usage of standard English grammar Few instances of incorrect spelling, punctuation, capitalization, and usage of standard English grammar No or very few instances of incorrect spelling, punctuation, capitalization, and usage of standard English grammar 10